

# **JOB OPPORTUNITY**

August 10, 2006 - August 23, 2006

Posting Date

## **MASSACHUSETTS TRIAL COURT**

Office of Community Corrections

Job Description and Qualifications

for

### **Program Specialist, Suffolk County Juvenile Resource Center**

*All applications must be received by: August 23, 2006 at 4:30 p.m.*

#### **POSITION SUMMARY:**

To provide administrative support and coordination of sanctions and services to the activities of the Suffolk County Juvenile Resource Center (JRC). The Program Specialist will work with the Program Manager to facilitate the operations of the JRC. Works under the direction of the JRC Program Manager.

#### **MAJOR DUTIES:**

Performs special tasks as delegated by the Program Manager relating to program oversight, development, implementation and evaluation.

Coordination of collection and preparation of all statistical data used for programs and internal operations.

Assists the Program Manager with the monitoring of drug testing, electronic monitoring, substance abuse treatment and community service for cases referred to the Center.

Assists with the training of staff in JRC program planning and policy and procedures.

Represents the Program Manager in his/her absence in various capacities pertaining to JRC responsibilities.

Analyzes JRC practices, procedures and policies and assists in the development of new systems and operations.

Serves as a liaison to collaborating agencies, supervising agencies and other agencies as designated.

Maintains accurate and reliable records.

Maintains confidentiality.

Performs related duties as needed.

**SUPERVISION RECEIVED:**

Receives general direction in performing duties in accordance with general policies and procedures from the Program manager. Considerable judgement required.

**POSITION REQUIREMENTS:**

Bachelors Degree in business administration, public administration, human services or related field from an accredited college or university, or equivalent combination of education and experience.

Minimum of three (3) years full-time experience in human or correctional services.

Minimum of three (3) years full-time experience with adolescents.

Knowledge of the Office of Community Corrections (OCC) concept mandate.

Knowledge of and ability to use personal computers and related software, including Microsoft Windows; WordPerfect for Windows and Excel.

Extensive working knowledge of the Massachusetts court system and the OCC.

Ability to communicate both verbally and in writing.

Ability to prepare clear and accurate statistical reports.

**SALARY RANGE:** Beginning at \$47,018.74 - \$59,842.04

Completed Trial Court Applications for Employment should be forwarded to:

Office of Community Corrections  
One Center Plaza, 9<sup>th</sup> Floor  
Boston, MA 02108  
*Attn: Program Specialist, Juvenile Resource Center*

Applications for Employment can be obtained at any court location or at the Administrative Office.

**AFFIRMATIVE ACTION /EQUAL OPPORTUNITY EMPLOYER**

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